Community Recreation Intern – Dittmar Recreation Center

Dates of Internship

2/12/18 - 5/18/18

Supervisor

Clay Shelton

512-974-6090

clay.shelton@austintexas.gov

Work schedule

9am-5pm

Primary Project

Under the general supervision of the Program Supervisor and in cooperation with support staff, the intern will organize a Concert in the Park event to be held at the Dittmar Recreation Center. This event should provide an opportunity for participants to engage in an enjoyable activity in a relaxing setting.

The following items will be required:

 Marketing and Promotion Plan

 Budget Plan

 Management and Logistics Plan

 Risk Management Plan

 Program Evaluation

Additional Assignments

Assist with the coordination and implementation of Youth Soccer League

Assist with the coordination and implementation of the After School Program

Attend weekly meetings with internship supervisor

Additional projects and experience may be added as the opportunities arise

Internship Goals

Learn new skills through challenging and meaningful activities

Develop self-understanding, self-discipline, maturity and confidence

Develop teamwork skills

Build and maintain positive professional relationships

Demonstrate professional skills

Demonstrate awareness of community and/or organizational issues

Qualifications

Currently majoring in a field related to recreation